

17th Annual Neighborhood Advisory Board
Grant Program
Funding Request 2011

Twenty thousand(\$20,000.00) has been included in the 2010-2011 Grant Program Budget to be used by neighborhood groups for neighborhood improvement projects that enhance their neighborhoods and for which there is no other funding. The Mayor's Neighborhood Advisory Board (NAB) has the responsibility to oversee the grant process and recommend to the Mayor projects benefiting neighborhoods and the amounts to be granted.

TIMETABLE

Community Meeting 7 p.m. Hill Center (Kickoff)	Monday, October 4, 2010
Application Available	Tuesday, October 5, 2010
Grant Workshop 6 p.m. Foster Community Center Room 209	Monday, October 18, 2010
Deadline for Applications to be submitted	Friday, December 3, 2010
Announcement of Grants & Funds Available at 7 p.m. Hill Career Academy 5815 Wise Road, Lansing, MI 48911	Tuesday, February 1, 2011
Funds Expended, Project Completed & Summary Submitted to NAB	Friday, September 9, 2011

INSTRUCTIONS:

For the purpose of the grant program a neighborhood group shall be any organization of residents who live within a defined geographical area within the City of Lansing that has a membership committed to the general welfare of the neighborhood and that operates according to democratic principles. This includes neighborhood watch groups, Friends of Parks groups, and parent-teacher associations.

This definition may include other groups as long as they work through a neighborhood group in the same ward. If a group is not attached to a neighborhood organization, the NAB will help find them a partner. Contact your NAB Ward representative. **See page D**

IMPORTANT INSTRUCTIONS

Fill out the application completely and return it to the **Mayor's Neighborhood Advisory Board, c/o Lansing Neighborhood Council, 5815 Wise Road, Room F208, Lansing, Michigan 48911, no later than 5:00 p.m. on Friday, December 3, 2010. LATE APPLICATION WILL NOT BE ACCEPTED.** The applications must be signed by duly elected officers of the organization(s). Turn in an original plus eight copies of the application. **DO NOT TURN THEM INTO THE MAYOR'S OFFICE. See Page E**

Please attach one copy of your bylaws; one set of minutes from the past year and a list of current officers. **If you want your grant application pre-reviewed** you need to provide one original and one copy of the grant. To submit your grant application but not have it pre-reviewed you only need to provide an original and three copies for review.

If more than one project is being proposed, please complete a separate funding request for each proposed project. The NAB Board will accept up to two grant requests maximum (if applying for more than one grant we are asking that you prioritize each grant request).

It is the responsibility of the project applicant to secure any and all permits or approvals as required by the city and attach them to the application. A check will not be issued without proper permits or approvals.

An organization or group will not be eligible for future grants unless they complete a project summary report for previous grants they have received. See Page F.

The application may be computer generated provided that page numbers are the same as this form. Applications may be printed off of the city's website under the mayor's office at www.cityoflansingmi.com or the Lansing Neighborhood Council's website at www.lansingneighborhoods.com.

You must answer all the questions and provide all the information requested in order to have a valid application. See the checklist on Page E to make sure you have a completed application. Please attach the checklist to the front of your grant application.

The NAB wishes to encourage new projects that are creative and innovative. It is the NAB's preference that an identical project not be funded for more than three years. We also encourage groups to explore other funding sources.

Donated or volunteer labor and materials as well as in-kind contributions from the applicant organization are expected, especially in large grant requests.

The LNC will assist groups that need help writing their application or are interested in a FREE Grant Writing Workshop. For assistance or to attend the workshop please call 517-393-9883.

Typically a grant recipient must have a bank account in order to receive funds from the city. However, if your organization does not have a bank account, make arrangements with another neighborhood organization or with a citywide organization, such as the LNC, to handle your funds. The city cannot give a check to an individual on behalf of a neighborhood organization. If your organization does not have its own checking or savings account, indicate how you will have the funds received from the city. See page 1, Section II, number 2 & 3 of the Grant Application.

Monies must be picked up by Monday, May 2, 2011, or the grant monies will be forfeited.

Funds must be expended and project report filed by Friday, September 9, 2011, or written extension request must be submitted before the due date prior to spending the funds. See Page F

Applications may be picked up beginning Tuesday, October 5, 2010, at the information desk in the lobby of City Hall and the Lansing Neighborhood Council office. It will also be available at www.cityoflansingmi.com under mayor's office and at www.lansingneighborhoods.com.

Please review the guidelines. The NAB would like all neighborhood organizations to be successful in their applications, so if you have any questions while you are writing the grant, please do not hesitate to contact one of the NAB members listed on Page D of this packet.

Many grants are denied because individuals do not follow the instructions set forth. Please take the time to thoroughly read these instructions carefully and follow them. If you are not sure about something please contact the LNC staff or a NAB member.

This is the 17th Annual Neighborhood Grant Program and based upon the experience of previous years, the Mayor's Neighborhood Advisory Board, after consultation with the mayor, set forth the following guidelines for applicants.

Please read carefully.

Guidelines

1. One of the purposes of the grants is to support neighborhood organizations in developing themselves to achieve neighborhood goals. Therefore more weight will be given to grant applications that involve active neighborhood participation in the proposed project.
2. The Mayor and the NAB wish to encourage partnerships between the community, family, youth, and schools. Therefore applications that benefit families, youth, and aging adults will be given more consideration.
3. Board is committed to projects:
 - Which provide permanent neighborhood improvements done by neighborhood people that attract people to Lansing.
 - Which build the ability for neighborhood associations to do their work (newsletters, meeting announcement signs, etc.).
 - That will build active partnerships among the group within the neighborhood.
4. To simplify the application process, the NAB will only require three bids or written estimates for any item that costs more than \$250. You will need only one bid or written estimate for an item costing less than \$250. We will request receipts and a list for all items purchased when you turn in your report at the conclusion of your project.
5. Funds cannot be used for the cost of labor.
6. If two groups are doing a joint project where they are asking for more than \$650.00 total, then each group must fill out an application asking for up to \$650.00 each and have signatures from both groups on both applications.

Pre-Review Process:

The NAB wishes to assist grant applicants as much as possible to receive a grant. Therefore, the NAB offers applicants the opportunity to submit a draft application by 5 p.m. on Monday, November 15, 2010, for review and comment. Please submit one original and one copy of the draft application(s) to Lansing Neighborhood Council, 5815 Wise Road, Lansing, MI 48911. Do not submit bylaws with your draft application. The draft applications with comments will be returned by Friday, November 19, 2010. Unless told otherwise by the LNC, you must resubmit your corrected application by the deadline.

-C-

NEIGHBORHOOD ADVISORY BOARD MEMBERS

Call between 10:00 a.m. and 9:00 p.m.

Ward 1		Ward 2	
Name	Telephone #	Name	Telephone #
Nancy Mahlow	517-372-3249	Susan Curtis	517-887-1628
Lisa Levandowski	517-372-7802	Rick Kibbey	517-485-1154
Ward 3		Ward 4	
Name	Telephone #	Name	Telephone #
Call the LNC Office	393-9883	Carol Skillings	517-374-6666
		Monica Zuchowski	517-908-0058

Staff to Board

Cheryl Risner 517-393-9883 (office)

Joe McDonald 517-702-4754 (office)

-D-

**Neighborhood Advisory Board
Grant Program
Checklist for Grant Application**

Name of Organization: _____

Before you submit your application, please check to make sure you include the following:

CHECKLIST

- _____ 1. One copy of your group's bylaws or an explanation of your group's organization.
- _____ 2. A complete list of names and titles of your group's officers with address and telephone numbers.
- _____ 3. The application must be signed by an officer of your organization and/or an officer of all participating organizations.
- _____ 4. A completely filled out application.
- _____ 5. Copies of permits or letter of agreement required for this project.
- _____ 6. Itemized material cost. You will need one bid or written estimates for a proposal or item costing less than \$250 and three bids or written estimates for a proposal or items costing more than \$250.
- _____ 7. Three copies of all your application materials and supporting documents.
- _____ 8. If this is a pre-review draft application-submit one original and one copy of the application (See Page C "Pre-review Process").
- _____ 9. If submitting more than one application, please prioritize.

All of these materials are required to assist the NAB evaluate your proposal. If you have any questions, please contact one of the NAB members for assistance.

PLEASE ATTACH THIS CHECKLIST TO YOUR GRANT APPLICATION

**FINAL REPORT
DUE BY
FRIDAY, SEPTEMBER 9, 2011**

**FINAL PROJECT SUMMARY REPORT
NEIGHBORHOOD ADVISORY BOARD
GRANT PROGRAM**

Organization Name: _____

Amount of Grant \$ _____

Amount Expended \$ _____

DESCRIPTION OF GRANT

1. DESCRIBE THE ACTIVITY OR THE PROJECT: _____

2. WHEN AND WHERE WAS THE PROJECT CONDUCTED? _____

3. NUMBER OF PARTICIPANTS OR PEOPLE SERVED: _____

4. DESCRIBE ANY MEASURABLE OUTCOMES OF THE ACTIVITIES OR PROJECT? _____

5. HOW HAS YOUR ORGANIZATION GROWN OR BENEFITED FROM THIS PROJECT? _____

ATTACH ALL THAT APPLY:

1. All original receipts for all purchases of equipment and/or all services received.
2. Copies of permits necessary for the project (if applicable).
3. Photographs of the project or activity if possible and relevant.

Signature _____

Date _____

Note: It is the fiduciary responsibility of the grant recipient to complete report. An organization or group will not be eligible for future grants unless they complete project summary report. The NAB must approve any changes in grant expenditures prior to spending funds.

Neighborhood Advisory Board Grant Application Page 1 of 3

1. Name of Organization _____ Ward # _____
2. Amount of grant request from calculations (Page 2): \$ _____ Priority (circle one) 1 or 2
3. Contact Information of Persons

(Submitting the Request)	(Administering the Project)
Name/Title: _____	Name/Title: _____
Address: _____	Address: _____
Phone # between 8 am-5 pm and after 5 pm _____	Phone # between 8 am-5 pm and after 5 pm _____
E-mail Address: _____	E-mail Address: _____

I. PROJECT INFORMATION

1. Proposed Projects

- a. In a sentence of two, describe your project and its purpose. _____

- b. What specific benefit will community or neighborhood gain by this project? _____

- c. Is this a joint project with another organization? Yes ___ No ___ If yes, which? _____

2. Project Location

- a. State the address or location in the neighborhood.
- b. Who owns this property? Is there a letter of agreement allowing this use? (attach)
- c. If your project results in a permanent structure, who will assume ownership and maintain it? _____
- d. If your project involves purchasing equipment, who will assume ownership, who will maintain it, and house it? _____
- e. Is this project currently in existence, in process, or successfully completed anywhere in your area? Yes ___ No _____. If so, how does this project complement the existing project?

II. DESCRIPTION OF YOUR ORGANIZATION PAGE 2 OF 3

NOTE: YOU MUST ANSWER ALL THE QUESTIONS AND PROVIDE ALL REQUIRED DOCUMENTATION IN ORDER TO HAVE A VALID APPLICATION. Attach extra sheets if necessary.

1. List the street boundaries of your organization: _____

2. Does your organization have a checking or savings account? Yes ___ No ___
Will grant funds be put into this account? Yes ___ No ___
If no, describe proposed plan for the deposit of your grant funds.
3. Information required for checking process:
Name of Organization check should be made payable to: _____
Federal ID Number (if applicable): _____
Address: _____
Telephone Number: _____
Contact Person: _____

Note: check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.

DESCRIPTION OF PAST ACTIVITIES

1. List briefly your organization's accomplishments in the past two years.
2. Which activities were most effective?
3. How have your organization's activities improved the neighborhood?
4. If you have received other NAB grants, which of these grants had the biggest impact on your neighborhood or organization and why?
5. List the grants you have received from the NAB within the last five years.

I certify that the information provided on this application is correct.

Print or Type Name/Title

Print or Type Name/Title

Signature

Co-Signature (if applicable)

Section 1 Total Project:

A. What is the total cost of your project?

Item	Total Cost of Project	Mayor’s Grant Request Amount	Donated Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
Totals:	\$	\$	\$

TOTAL AMOUNT OF YOUR GRANT REQUEST:

\$ _____

TOTAL AMOUNT OF DONATIONS:

\$ _____

PROJECT TOTAL

\$ _____

What other funding have you applied for to fund this project? _____

\$100.00 Stipend Request Form
For
Neighborhood Event or Project

YOU MUST SUBMIT RECEIPTS FOR GOODS PURCHASED WITH THIS STIPEND TO THE LANSING NEIGHBORHOOD COUNCIL OFFICE ONE WEEK AFTER EVENT OR AFTER YOU HAVE EXPENDED THE FULL STIPEND.

Name or Organization: _____

Ward#: _____

Responsible Person: _____
(Please Print)

Address: _____

Daytime Phone: _____

Proposed Event (s): _____

Place: _____ **Time:** _____

Expected Benefit to Neighborhood: _____

Please make check payable to:

Note: Check must be payable to an organization; not to an individual. Money must not be deposited in a personal account.